

# TENDER CALL NOTICE



## GOVERNMENT OF ODISHA

DETAILED TENDER CALL NOTICE HIRING OF VEHICLE ON  
MONTHLY BASIS IN RURAL HOUSING SECTION PANCHAYAT  
SAMITI JHARIGAM

Last date of Receipt: 31/12/25 (12:00PM)

**PANCHAYAT SAMITI OFFICE**

**Jharigam**

**OFFICE OF THE PANCHAYAT SAMITI, JHARIGAM**

Letter No. 3501 /25

Date: 26/12/2025

**SHORT-TENDER/QUOTATION CALL NOTICE FOR HIRING OF PRIVATE VEHICLE ON MONTHLY BASIS FOR RURAL HOUSING SECTION PANCHAYAT SAMITI JHARIGAM**

Sealed tenders are invited by Panchayat Samiti, Jharigam from the **Interested reputed Travel agencies/Tour Operators/Private individuals for providing 1 number of AC Petrol/Diesel driven Vehicle having sitting capacity not more than 7 nos including driver, for office use in RURAL HOUSING SECTION IN PANCHAYAT SAMITI JHARIGAM** as per tender specifications for **'FOR HIRING OF PRIVATE VEHICLE ON MONTHLY BASIS'** The detailed tender documents may be purchased from the undersigned office with a **paper cost of Rs. 100/- (Rupees one hundred) only** or downloaded from the district website of Nabarangpur district i.e. [nabarangpu.nic.in](http://nabarangpu.nic.in) with a sum of **Rs. 100/- (Rupees one hundred) only** shall be deposited by the intending bidder in shape of Account Payee Bank Draft /Bankers Cheque drawn in favour of the **Block Development Officer, Jharigam** and submitted along with the tender as paper cost.

Interested vendors may submit their sales tender documents in the prescribed format mentioning **"FOR HIRING OF PRIVATE VEHICLE ON MONTHLY BASIS FOR RURAL HOUSING SECTION PANCHAYAT SAMITI JHARIGAM"** on the cover of the envelope to the Panchayat Samiti Jharigam, Nabarangpur by 31/12/25 up to 12.00P.M Bidders are required to submit Technical Bid and Financial Bid in separate envelope (to be superscripted separately) enclosed in the common envelope (Annexure-B). **The rate should be quoted for monthly hiring charges only excluding Fuel cost.**

The vehicle must achieve a fuel efficiency of 10 KMs per litre.

A sum of **Rs. 5000/- (Rupees five thousand) only** shall be deposited by the intending bidder in shape of Account Payee Bank Draft/ Bankers Cheque drawn in favour of the **Block Development Officer, Jharigam** and submitted along with the tender as a security deposit. After completion of the tender process the amount will be refunded to unsuccessful bidders.

The application form of Quotation/Tender containing general Bid information & Terms and Condition for Hiring of vehicles etc. will be opened on the same day of i.e.

31/12/25 at 4.00 P.M. in presence of bidders or their authorized representatives.

Tender must be submitted through Speed post / Registered post only. Any tender received after due date and time will not be accepted. Panchayat Samiti Jharigam will not be responsible for any postal delay or similar reasons. Tenders sent through an electronic means shall not be accepted. Any corrigendum/addendum, if any will be uploaded in the above mentioned website.

Panchayat Samiti Jharigam reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may be contact at following address:

Address: Block Office Panchayat Samiti Jharigam, Dist -Nabarangpur  
Email: ori-Jharigam@nic.in

1. The vehicle to be engaged must not be older than 3 years. (Preference will be given to Bolero neo with a sitting capacity of 7 nos. only including driver)

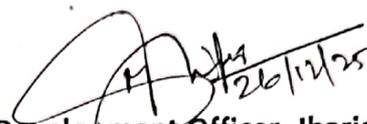
2. The documents must be self-attested by the bidder.

Date of Tender Paper available : ~~26/12/25~~ to ~~31/12/25~~ (Tender paper to be downloaded from official website [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in))

Last Date of receipt Tender paper : ~~31/12/25~~ (During Office hour through Registered Post/Speed Post only)

Date of opening Tender paper : ~~31/12/25~~ (Time 04.00 PM) at Block Office, Jharigam.

Bid documents and terms and conditions etc. can be downloaded from Official website ([www.nabarangpur.nic.in](http://www.nabarangpur.nic.in)).

  
Block Development Officer, Jharigam.

Date. 26/12/2025

Memo No 3505 / 25

Copy to Office Notice Board of this office/ Copy to Tahasildar, Jharigam/CDPO, Jharigam /Range Officer, Jharigam /Medical Officer Jharigam, /Soil Conservation officer/Jharigam /BEO, Jharigam /AAO, Jharigam /MD, LAMPS, Jharigam for wide circulation.

  
Block Development Officer, Jharigam.

Date. 26/12/2025

Memo No 3506 / 25

Copy submitted to Sub-Collector, Nabarangpur/CDO-cum-EO, Zilla, Parishad Nabarangpur/ Collector Nabarangpur for favour of kind information and necessary action.

  
Block Development Officer, Jharigam.

Terms & Conditions

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract carriage Permit, proof of up-to-date tax payment etc. and DL of the driver available all the times.
2. The Department/ Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
6. In case of the vehicle do not report regularly, the authority will be as liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the service of vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violated any of the terms of contract, Government shall forfeit the entire amount of security deposit.

General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Gem Registration Number	
5	Bank Account no & IFSC Code	
6	Registration no. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & Complete Address of Vehicle Owner	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name & Address of Driver	
16	DL No. & Validity of the DL of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact number of the service provider	
20	Contact number of Driver	

Certified that the information submitted above is true to the best of my knowledge and belief.

*Seal and Signature of the Bidder*

OFFICE OF THE PANCHAYAT SAMITI, JHARIGAM.

NO 3507 /2025

DATE 26/12/2025

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Block Development Officer, Jharigam.

# Technical Submission Checklist

The checklist to be provided as 1<sup>st</sup> page of the Technical Bid:

## S. No. Documents

Attached (Yes/No)

1. Firm/Agency Registration Details
2. Income Tax Return acknowledgement
3. PAN Card
4. GST Registration Certificate

*Seal and Signature of the Bidder:*

Place:

Date:

\*\*\*\*All documents are to be attached as per serial and pages to be numbered.